



## School Security Officer Partial In-Service Credit: Course Approval Form

**Part I: TO BE COMPLETED BY COURSE SPONSOR/SCHOOL DIVISION.**

**Course Sponsor:** \_\_\_\_\_

**Course Director:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

*I, the undersigned, have read and agree to the in-service credit course conditions as set forth in VCSS Partial In-Service Policy Guidelines (pic-1). All required course documentation accompanies this application.*

\_\_\_\_\_  
**Signature, Course Director/School Administrator/VCSS** **Date**

This space for use by the Virginia Center for School Safety.

Hours Approved: \_\_\_\_\_ Legal? \_\_\_\_\_ Approval Expiration Date: \_\_\_\_\_

Approved by VCSS: \_\_\_\_\_ Date: \_\_\_\_\_

### UPON COMPLETION OF COURSE:

**Part II. This section is to be completed by COURSE SPONSOR.**

**Name of Officer:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Employing School Division:** \_\_\_\_\_

**Dates Attended:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Total Training Hours Received:** \_\_\_\_\_

*I certify that the above named individual has attended all classes as prescribed by the course sponsor and has at least attended the minimum number of hours for which the course has been approved by the Virginia Center for School Safety. Certification is further provided that an accurate roster was maintained during the course of the program and the individual is eligible for the credit for which the course has been approved.*

**Signature of Course Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Part III. This section is to be completed by SCHOOL DIVISION DESIGNATED CONTACT PERSON.**

*I, the undersigned Designated School Security Contact Person, request the Virginia Center for School Safety to accept the information contained within this document as training received for partial in-service credit. I have read and agree to the in-service credit course conditions as set forth in VCSS Partial In-service Policy Guidelines (pic-1).*

**Signature of Contact Person:** \_\_\_\_\_ **DATE:** \_\_\_\_\_